

		Monday, 11:30 - 12:00 pm	Tuesday, 11:30 - 12:00 pm	Wednesday, 11:30 - 12:00 pm	
Week of 5/2/2011	1	Maint. Mech. List of attendees	rop	niso	siso
	2		fcc	alky/ poly	sru
	3		d&R east	d&r west	transfer & blend
	4		utilities	eod	cogen
Week of 5/9/2011	1	Maint. Mech. List of attendees	rop	niso	siso
	2		fcc	alky/ poly	sru
	3		d&R east	d&r west	transfer & blend
	4		utilities	eod	cogen
Week of 5/16/2011	1	Maint. Mech. List of attendees	rop	niso	siso
	2		fcc	alky/ poly	sru
	3		d&R east	d&r west	transfer & blend
	4		utilities	eod	cogen
Week of 5/23/2011	1	Maint. Mech. List of attendees	rop	niso	siso
	2		fcc	alky/ poly	sru
	3		d&R east	d&r west	transfer & blend
	4		utilities	eod	cogen
			Ensure this is not the same converstaion for each Maint. Crew - build on discussion.		
			Build off of the last weeks information... issues identified.		
			Refreshments - cookies, sodas, make it a pleasant event.		
		Maint. Supervisor	do you have people normally assigned to a single area?		
		Who are the Main. Supervisors	provide a list of maint. Mechanics who will be attending each meeting.		
			What if the supervisor is on vacation?		
			Greg Lowe - off his replacement will be		
			week of 5/23 Pat Mitchell - who will his replacement be?		
			work order creation - MAXIMO		
			meeting locations		
			ops crews won't have every person in attendance		
			list of operations crew members		

BU	RBM	Section Head (ext.)	Zone Maint. Supervisor (ext.)	List of Employees attending	Location	Date	Time
Cracking	Tim Potter	Ron Moore	Dave Street				
		Check in with Ron 4/19/11 - plan by morning. Karla Salomon Erin Jolly					
B&S	Jon Mauer	Rudy Basco	Joe Smith				
		L/M - 4/18/11					
D&R	Tery Lizarraga	Dave Curry	Joe Smith				
		L/M on 4/18/11					
Hydro	Johnny Pak	Frederick Walker	Pat Mitchell				
		L/M on 4/18/11					
U & E	Jon Mauer	Evan McGreevy	Joe Smith				
		L/M on 4/18/11					